

TOWN OF ARLINGTON
BUILDING MAINTENANCE COMMITTEE

October 17, 2013 – Minutes

Members Present:

Christine Deshler
Andrew Flanagan
Diane Johnson
Mark Miano
Barbara Thornton

Guests: Ruthy Bennett, Regional Energy Manager for Arlington and Bedford.

Business:

1. The Chair called the meeting to order at 5:10 pm.
2. The minutes of the September 19, 2013 meeting were reviewed and approved unanimously.
3. There was a follow-up discussion of the September 19, 2013 SchoolDude presentation to the committee.

The consensus of the committee was that although SchoolDude's applications might prove helpful to the town in identifying maintenance problems and in tracking repairs, we are still left with the dilemma of prioritizing those repairs. Mark Miano and Diane Johnson pointed out that currently there is no policy as to which repairs are done first and no clear understanding as to who is the best person to make decisions concerning facilities maintenance. Andrew Flanagan noted that this was why the town needed to develop a maintenance policy and protocol. Christine Deshler said that without such a policy, we could not determine how much money would be needed to be set aside for a facilities maintenance program. Barbara Thornton suggested that a maintenance policy incorporate the same screening criteria that the Capital Planning Committee uses (i.e. health and safety first, etc.).

Ruthy Bennett pointed out the need to first inventory all of our existing assets and said that for some of them (i.e., HVAC equipment), we already have the data. Mark Miano said we are lacking data as to other assets (i.e., windows, building envelope, etc.).

4. The committee agreed that it would focus on compiling data on our existing assets and on formulating a maintenance policy. When that is completed, the committee

can determine how best to implement the policy (i.e., by SchoolDude or some other way). It was agreed that our goal would be to compile the necessary data on the town's facilities and formulate a maintenance policy by the time Town Meeting convenes in April.

5. It was agreed that the next meeting would be on Monday, November 18, 2013 at 4:00 pm. At that time, the committee will look at the best practices of other communities. (Ruthy Bennett and Barbara Thornton will provide examples). We will also review existing facilities data to determine what assets still need to be inventoried. It was agreed that it would be very helpful for Ruthy Bennett to attend all future meetings.
6. The meeting was thereupon adjourned.

Submitted by Christine Deshler, Secretary.